



Idea Studio Assistant City of Fond du Lac

The City of Fond du Lac is accepting applications for the position of Idea Studio Assistant. This 19.5 hours/week position is responsible for supporting activities in the Library's Idea Studio as assigned by the supervisor. All library employees must be willing and able to work a flexible schedule, including nights and weekends. This position requires working days, evenings and weekends, including some Sundays.

Various duties and responsibilities include:

- Provides a welcoming presence in the Idea Studio
 - Greets patrons, shares information about activities in the space and determines if patrons' desire additional information or assistance.
 - Assists patrons with equipment, materials and access to storage areas as needed
 - Checks patrons' training credentials for access to equipment
 - Leads and/or assists with training sessions, programs and events
 - Collects payment for supplies
 - Maintains a safe, organized, comfortable and clean environment in the Idea Studio
- Oversees the space, directing patrons on safe use of the equipment
 - Maintains order including enforcing rules, guidelines and proper conduct
 - Collects and enters data on training credentials and space usage
 - Assists with scheduling events, classes, and meetings
 - Performs opening and closing tasks such as room setup, locking doors and storage, turning equipment on or off, etc.
 - Cleans and organizes the space as needed
 - Prepares materials and sets up equipment for programs and classes
 - Takes inventory of parts and equipment on regular basis, and reports lost and/or damaged equipment
 - Performs basic maintenance on equipment (loading filament in 3D printer, threading sewing machines, etc.)
 - Occasionally directs the work of Idea Studio Aide or volunteers
- Provides ongoing feedback to Supervisor
- Attends Advisory Council meetings as directed by Supervisor
- Performs other duties as assigned

Specific Knowledge, Skills, and Abilities required include:

- Exceptional customer service skills and mindset, including a positive attitude and other personal qualities necessary to produce high-quality public service
- Possesses a keen interest in one or more of the following areas:
 - The visual arts
 - Technology
 - The maker community
 - Electronics
 - Crafting
 - Music creation and/or production
 - Video creation and/or production
 - Animation creation and/or production
- Possesses basic knowledge of computers, web browsers and MS Office Suite or equivalent
- Ability to follow instructions and accurately complete assignments in a timely manner
- Ability to communicate effectively verbally and in writing with customers and co-workers
- Ability to share knowledge and teach tweens to seniors with patience and attentiveness. Ability to work effectively as part of a team and establish positive, mutually supportive working relationships with other staff
- Flexibility to learn and embrace procedures, tasks, policies and duties that change over time
- Willingness and ability to make logical exceptions to library policies and procedures when warranted
- Willingness to maintain and/or improve skills through active participation in continuing education activities

- Education/License/Certification Requirements
 - High School diploma or equivalent

Application deadline is Friday, May 6, 2016. Starting salary is \$14.02/hour.

If you are interested in this excellent opportunity, please submit a completed application, cover letter and resume describing your experience as it relates directly to this position. You may obtain application materials by contacting City Human Resources at (920) 322-3624 or visiting www.fdl.wi.gov Employment, or www.fdlpl.org.

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